

## SAS® EVAAS®

ROSTER VERIFICATION QUICK-START GUIDE

SPRING SEMESTER 2014-2015

### What is Roster Verification?

Roster Verification is simply a way for teachers to verify their class rosters and allow schools and teachers to indicate when there are multiple professionals sharing responsibility for a student's instruction.

**It is important that rosters are accurate because EVAAS uses them, along with test scores, to generate Teacher Value-Added reports.**

### What is involved?

The NC Department of Public Instruction pulled class rosters from PowerSchool and transmitted them to EVAAS. Teachers, School Administrators, and Central Office Staff will log into their EVAAS accounts during the dates below to view these rosters and make changes as needed.



Preview Phase	Teacher Verification Phase	School Verification Phase	District Verification Phase
April 13 – April 26	April 27 – May 24	May 25 – June 7	June 8 – June 28
<b>School Admins and District Admins prepare for teachers</b> <ul style="list-style-type: none"> <li>District Admins inform EVAAS of any missing schools**</li> <li>Optionally, assign Roster Verifier permission to staff so they can assist with district or school roster verification*</li> <li>Add teachers who do not already have access to Roster Verification at the school</li> <li>Remove teachers who should not have access to Roster Verification at the school</li> <li>Add and remove rosters for teachers</li> </ul>	<b>Teachers verify their rosters</b> <ul style="list-style-type: none"> <li>Add and remove rosters and students</li> <li>Claim proportion of instructional responsibility for each student</li> <li>Submit rosters to School Admin</li> </ul>	<b>School Admins and Verifiers verify their teachers' rosters</b> <ul style="list-style-type: none"> <li>As needed, manage teachers' access to Roster Verification</li> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to teacher</li> <li>Verify all rosters for each teacher</li> <li>Submit rosters to District Admin</li> </ul>	<b>District Admins and Verifiers verify their schools' rosters</b> <ul style="list-style-type: none"> <li>Investigate over- and underclaimed students</li> <li>Add and remove rosters and students, adjust % of responsibility</li> <li>If necessary, return rosters to School Admin with comment</li> <li>Verify all rosters for each school</li> <li>Submit rosters to EVAAS</li> </ul>

**\*School Admins and District Admins:** for instructions on how to assign the Roster Verifier permission, log on to EVAAS Roster Verification and click **Help**.

**\*\*District Admins:** find more information about checking for missing schools on page 3.

## Who is participating?

- Teachers who have direct instructional responsibility for students enrolled in yearlong classes or spring semester classes in which the assessments listed in the Roster Verification FAQ are administered. The Roster Verification FAQ is on the EVAAS login page at <https://ncdpi.sas.com>.
- All school admins and district admins, and anyone designated as a school or district verifier.

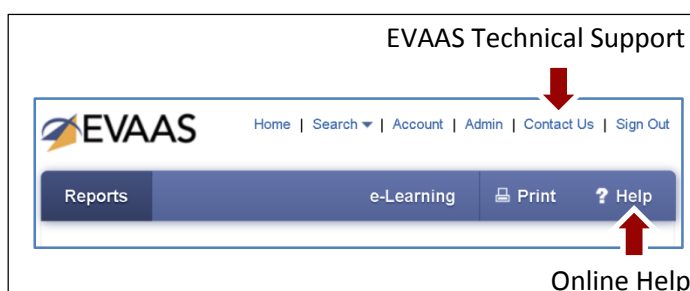
## How do I access EVAAS Roster Verification?

Log on to EVAAS at <https://ncdpi.sas.com>. To save time, educators will be directly taken to Roster Verification upon login.

## Is documentation available?

From the EVAAS login page at <https://ncdpi.sas.com>, you can access the following documents:

- What's New in Roster Verification?
- Roster Verification FAQ
- Sample Scenarios
- NCFE Waiver List by District
- Which CTE Courses are included in Roster Verification?
- Dates for Student Enrollment Updates
- Student + Teacher Assignment Worksheets
- Live Q & A Webinar Schedule



In addition, the online help, accessible throughout the application, provides detailed instructions and examples.

## Can I get training?

You can view a virtual learning module at any time, and teachers can attend a live Q&A webinar which will be held near the end of the teacher phase. Find the link to the virtual learning module in the yellow box on summary pages in Roster Verification and the date for the live Q&A session for teachers can be found in the Live Q & A Schedule on the EVAAS login page at <https://ncdpi.sas.com>.

## What if I need support?

- If you have questions related to using the Roster Verification application, click **Contact Us** (at the top of any page) to send email to EVAAS Technical Support.
- If you have questions related to guidelines, policy, and calculations, use the table below to determine whom to contact locally for support.

If you are a...	Send your questions to a...
Teacher	School Administrator
School Administrator	District Administrator or District Testing Coordinator
District Administrator or District Testing Coordinator	Regional Accountability Coordinator (RAC)
Regional Accountability Coordinator (RAC)	NCDPI

### Which teachers do School Administrators need to add?

Refer to the FAQ for a list of types of teachers who should participate in Roster Verification. During the Preview phase, you might need to add:

- Exceptional Children's teachers
- ESL teachers
- AIG teachers
- Teachers of special programs or targeted intervention classes

### Which teachers should School Administrators not add?

Long term substitutes should not be included in roster verification unless they receive a summative evaluation rating from the school or district. Nevertheless, instructional responsibility for the teacher of record should be adjusted for the time period when the teacher of record was absent.

### How do District Administrators check for missing schools?

Check for missing schools during the Preview phase, from April 13 – April 26.

1. Log on to EVAAS at <https://ncdpi.sas.com>.
2. Select **Current School Year 2014-2015 ACTIVE – Spring Roster Verification**. The District Roster Verification Summary opens.
3. Find the section labeled **Not Ready for Review**. If a school that should participate in Roster Verification is not listed, scroll to the top of the page and click **Contact Us**. In your message, enter the name of the school that needs to be added and state that this is a high-priority issue.

**Schools cannot be added after the Preview phase ends on April 26.**